

CRITICAL WORKPLACE SKILLS

Levels: 11-12

Units of Credit: 0.5*

CIP Code: 32.0199**

Prerequisites: None

*Total hours (work-based learning experience and classroom instruction) must equal the hours required for 0.5 credit. Maximum work-based learning credit will be determined by each district policy.

**Classroom instruction is reported as Critical Workplace Skills, 32.0199, while the internship experience is reported as Related Work-based Learning, 32.9902

COURSE PREFACE

Description

A growing number of young people leave school without the knowledge or foundation required to find and hold a good job. This course emphasizes skills needed to successfully prepare young people for the work environment and shows relevance of academic classes to future career and educational goals. With a foundation based on the *SCANS Skills*, the course covers: the job application process, legal and safety issues, ethics, goal setting, teamwork, conflict resolution, attitude, etc. Critical Workplace Skills is the classroom instruction component to a student's related work-based learning experience, i.e. student internship.

General Information

A work-based learning experience is designed to bridge the gap between school, work and post-secondary opportunities. Through a related work-based learning experience, a student is provided on-the-job training opportunities that are directly related to a career goal and course of study identified through the Student Education Occupation Plan, SEOP. Appropriate supervision by a school/district coordinator must be maintained through the duration of the work-based learning experience.

CORE STANDARDS, OBJECTIVES AND INDICATORS

CAREER PREPARATION

STANDARD

32.0199-01 Students will know and demonstrate the process of getting a job and will prepare employment documents.

OBJECTIVES

32.0199-0101 Design a resume to be used in the work-based learning placement.

- Identify parts of a resume
- Identify types of resume formats and choose an applicable format
- Create a typed resume that reflects the student's career interest and academic skills (English, math, science, etc.)

32.0199-0102 Plan and write a letter of introduction.

- Identify parts of a letter of introduction
- Compose a letter of introduction in standard business format

32.0199-0103 Complete a job application.

- Identify common mistakes in filling out job applications
- Evaluate the differences between good and bad application samples
- Practice correctly filling out a job application

32.0199-0104 Demonstrate job interviewing skills.

- Discuss self-marketing techniques used during a job interview
- Identify and demonstrate professional dress, hygiene and behavior for a job interview
- Research and prepare information about prospective work-based learning site
- Identify and evaluate appropriate questions and responses in a job interview
- Discuss legal questions, responses and behavior in a job interview
- Assess performance in a job interview

LEGAL/SAFETY STANDARD

32.0199-02 Students will identify and follow legal and safety guidelines pertaining to the workplace.

OBJECTIVES

32.0199-0201 Examine and discuss labor laws applicable to work-based learning.

- Examine and discuss Fair Labor Standards Act (FLSA) including child labor laws and 17 hazardous occupations
- Examine and discuss sexual harassment laws
- Examine and discuss discrimination laws, Americans with Disabilities Act (ADA) and Equal Employment Opportunities Commission (EEOC), Title IX
- Identify a process for resolving potential labor violations at work-based learning site

32.0199-0202 Examine and discuss workers compensation as it applies to both paid and unpaid student interns.

- Review *Senate Bill 28, Work-based Learning Programs for Interns*, and how it affects students at the work-based learning site
- Formulate a plan for emergency situations at work-based learning site in conjunction with district workers compensation policy
- Review employer workers compensation responsibility to paid student interns

- 32.0199-0203 Examine and discuss safety in the workplace.
- Explain Occupational Safety and Health Administration's (OSHA) role in workplace safety
 - Review safety in the workplace
 - Assess safety of work-based learning site
 - Identify a process for resolving potential safety violations at work-based learning site

- 32.0199-0204 Examine and discuss confidentiality in the workplace.
- Review professional confidentiality
 - Complete and sign a confidentiality agreement form appropriate for the work-based learning site

PROFESSIONAL CHARACTER

STANDARD

- 32.0199-03 Students will identify and demonstrate professional character traits.

OBJECTIVES

- 32.0199-0301 Examine and discuss professional ethical behavior.
- Define professional ethics
 - Compare and contrast ethical and unethical behavior
 - Display responsibility, self-esteem, self-management, integrity and honesty at work-based learning site
- 32.0199-0302 Examine and discuss the role of attitude in the workplace
- Assess characteristics of a positive attitude
 - List things that influence attitude
 - Evaluate the influence of a good attitude in the workplace
 - Display positive attitude at work-based learning site

INTERPERSONAL COMMUNICATION

STANDARD

- 32.0199-04 Students will identify and demonstrate effective interpersonal communication in the workplace.

- 32.0199-0401 Appraise and discuss effective conflict resolution skills.
- Identify steps in conflict resolution process
 - Demonstrate effective conflict resolution skills
- 32.0199-0402 Identify and demonstrate effective teamwork skills.
- Identify dynamics of team through participation in classroom activity
 - Analyze the purpose and effect of different roles in team dynamics
 - Evaluate how personal qualities contribute to a team effort

CRITICAL ANALYSIS OF THE WORK-BASED LEARNING EXPERIENCE STANDARD

32.0199-05 Students will identify goals and skills learned by evaluating and analyzing the work-based learning experience.

OBJECTIVES

32.0199-0501 Generate and choose specific skills and tasks to guide the work-based learning experience.

- Construct written skills grid pertaining to work-based learning site
- Report and track progress on skills grid
- Calculate and track work-based learning hours
- Select personal learning goals that relate to work-based learning experience

32.0199-0502 Assess and report on the work-based learning experience.

- Evaluate, in written format, work-based learning experience
- Obtain and review written student evaluation from employer

32.0199-0503 Research and evaluate job in student career interest area.

- Investigate education, salary, required skills and job outlook in career interest area
- Evaluate career choice following work-based learning experience
- Formulate future career plan